



**ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT**

**Alaska Workforce Investment Board
Executive Committee**

Tuesday, June 14, 2011 – 1:30 p.m.

Teleconference: 1-888-354-0094, Conference ID#9694688

Meeting Minutes

Call to Order ____ Jim Lynch, AWIB Chair; ☒ Michelle Zenger, AWIB Vice Chair; ☒ Doug Ward, WR/EP Chair; ____ Jim Laiti, PP Chair; ☒ Dave Rees, AE Chair; ____ Linda Hulbert, Legislative Chair; ☒ Chris Gregg, Youth Council Chair

Executive Director Cashen took roll call, a quorum was present. Vice Chair Zenger called the meeting to order at 1:44 p.m.

Staff: Greg Cashen, Executive Director; Louise Dean, Program Coordinator; Margie Germain, Program Coordinator, DBP; Tom Nelson, Deputy Commissioner, DOLWD; Colette Smith, Administrative Assistant

Approval of Agenda

MOTION to approve the agenda by Chris Gregg

Seconded by Dave Rees

Discussion – Doug Ward proposed revising the agenda to discuss the WIA state plan prior to approval of the May Ex Co meeting minutes and the May AWIB meeting minutes. If time runs out approve the May Ex Co meeting minutes and the May AWIB meeting minutes at the July Ex Co meeting.

Vote taken to accept the change to agenda

MOTION carries.

Action Items PY 2011 WIA State Plan Modifications

MOTION to approve PY 2011 WIA State Plan modifications and submit the plan to the Governor's Office and to the USDOL by June 30th by Doug Ward

Seconded by Dave Rees

Discussion – Michelle and Dave agreed that the modified plan looks good; with an exception of the organization chart located on page eight. Margie stated that organizational chart has since been revised. She also pointed out some of the other changes; e.g. typographical errors and revised wording for specific emphasis to better align with statute. Michelle especially appreciated changes that better define the relationship with AWIB. Tom confirmed that the revised plan will be transmitted to the Governor's Office once it is committee approved. Comments will be incorporated into the plan and then sent to the US Department of Labor (USDOL). Doug believes their comprehension of the current plan will be a great asset when drafting future plan; i.e. develop a forward-looking plan

Vote taken

MOTION carries

Discussion Items

August Work Session

Michelle indicated she will work with Chair Lynch and Greg to schedule a face to face meeting of the Executive Committee in mid-August, as well as possible agenda topics. Possible agenda items could include the PY 10 WIA Annual Report, which is due October 1, 2011; PY 12 WIA State Plan, and a timeline for completion of both reports. Greg will send a copy of the last WIA Annual Report that is on-line for review by the Executive Committee.

PY 2010 WIA Annual Report and Timeline

Tom suggested that the committee schedule the next face to face meet around August 15th because more statistical data will be available that may benefit report. The report due date is October 1, 2011. He indicated Congress will provide Workforce Investment Act (WIA) reauthorization language and the committee will be able to ascertain any upcoming changes and/or renegotiated performance measures.

PY 2012 WIA State Plan and Timeline

Dave strongly recommended the AWIB develop a strategic plan. A plan that addresses annual plans and will establish a fundamental template; e.g. identify priority industries. Greg will draft a timeline for the committee to review and provide input. Dave would also like to compare current plan with previous plan; review and note any changes.

Greg would like members to review the current WIA plan prior to next meeting and will schedule discussion time on the agenda. Tom explained that there will be many variations of the plan during the next six months as it is finalized. Further guidance related to the WIA reauthorization is expected from the Senate Health, Education, Labor, and Pensions (HELP) Committee this fall. It was also noted that Senator Murkowski is a member of the HELP Committee.

The next face-to-face meeting date will be scheduled in mid-August, and confirmation will be sent to members. Doug will email his suggestions for topics of discussion; e.g. WIA plan and 2012 AWIB calendar.

October AWIB Meeting

Michelle confirmed that the next AWIB committee meeting will be held on October 25th & 26th.

Reports

1. Executive Director – Greg Cashen –

Greg indicated he sent out a draft 2012 calendar which has a time frame similar to prior years. He would to take action on the calendar at the July Ex Co meeting. Greg announced that Jason Bluhm has been hired as the new AWIB Program Coordinator and is scheduled to begin on June 30, 2011.

2. Chair – Jim Lynch – n/a

3. Committees – Committee Chairs

Youth Council- Chair Chris Gregg reported the youth council worked on EGRAMS grant proposals and provided recommendations to help improve and streamline grant application process.

Assessment & Evaluation- Dave Rees reported the committee hasn't met recently and asked Louise to reschedule the July 21st meeting to August 18th.

Other Items: Questions from AWIB Members – N/A

Adjournment

MOTION to adjourn by Chris Gregg

Seconded by Dave Rees

Vote taken

MOTION carries. Meeting adjourned at 2:29 p.m.

Minutes Prepared by Colette Smith